

November 18, 2016

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
November 18, 2016

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 1:30 P.M. AT 607 EAST ADAMS STREET, SUITE 801, SPRINGFIELD, ILLINOIS

II. PRESENT

Anita M. Cummings, G.A. Finch, Susan Moylan Krey, and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; Andrew Barris, Assistant Executive Director and Jane Ryan, Exemption Monitor; Roneta Taylor (by telephone), Mike Quinlan (by telephone) Kevin Waters (by telephone) and Chris Nickols (by telephone), Illinois Department of Central Management Services; Karey Wanless, Illinois Department of Corrections and Illinois Department of Juvenile Justice; James Joseph and Kevin Moore, Illinois Emergency Management Agency; Pam Smith, Illinois Environmental Protection Agency; Leslie Rusciolelli, Illinois Department of Healthcare and Family Services; Barbara Payne, Diane Grigsby Jackson (by telephone), Scott Viniard (by telephone) and Heidi Guernsey (by telephone), Illinois Department of Human Services; Julie Moscardelli, Beth Duesterhaus, and Kevin Conner, Illinois Department of Revenue; and Melissa Brandenburg and Ed Mroczkowski, Office of Executive Inspector General.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD OCTOBER 21, 2016

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD OCTOBER 21, 2016.

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

At this time, in accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Executive Director Daniel Stralka offered an opportunity for any person to address members of the Commission. Hearing no response, the meeting proceeded to the next agenda item.

November 18, 2016

V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Department of Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	143.....	18
Agriculture	444.....	20
Arts Council	8.....	2
Capitol Development Board.....	42.....	0
Central Management Services.....	1,372.....	109
Children and Family Services.....	2,592.....	54
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	285.....	69
Commerce Commission	60.....	0
Corrections	11,639.....	103
Criminal Justice Authority.....	52.....	7
Deaf and Hard of Hearing Comm.....	5.....	1
Developmental Disabilities Council.....	7.....	1
Emergency Management Agency.....	69.....	5
Employment Security	1,144.....	31
Environmental Protection Agency.....	692.....	17
Financial & Professional Regulation.....	414.....	49
Gaming Board	171.....	6
Guardianship and Advocacy	98.....	8
Healthcare and Family Services	1,942.....	26
Historic Preservation Agency.....	150.....	17
Human Rights Commission.....	14.....	2
Human Rights Department.....	122.....	9
Human Services.....	13,031.....	78
Illinois Torture Inquiry Relief Commission	2.....	1
Independent Tax Tribunal	1.....	0
Innovation and Technology	10.....	12
Insurance	236.....	16
Investment Board	3.....	2
Juvenile Justice.....	1,061.....	29
Labor	80.....	11
Labor Relations Board Educational.....	9.....	3
Labor Relations Board State.....	13.....	2
Law Enforcement Training & Standards Bd.	21.....	2
Lottery	145.....	9
Military Affairs.....	134.....	3
Natural Resources.....	1,139.....	32
Pollution Control Board	19.....	2
Prisoner Review Board.....	21.....	1
Property Tax Appeal Board.....	33.....	1
Public Health	1,096.....	39
Racing Board.....	2.....	1
Revenue.....	1,523.....	51
State Fire Marshal	118.....	12
State Police.....	1,012.....	10
State Police Merit Board	7.....	2
State Retirement Systems	104.....	3
Transportation	2,154.....	0
Veterans' Affairs	1,320.....	10
Workers' Compensation Commission.....	129.....	11
TOTALS.....	44,892.....	897

B. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

* * *

C. Requests for 4d(3) Exemption

Exemption Monitor Jane Ryan reported the following:

- Item C is a request from the Lottery for a Chief Transition Officer, a position that reports to the Director. Lottery's new Director started on October 24, 2016 and has not yet had time to review this position. The agency requested a continuance to determine plans for this position. Staff had no objection to this request.
- Item D is a request from the Department of Innovation and Technology (DoIT) for an Affirmative Action/Equal Employment Opportunity (EEO) Officer that reports to the Secretary. The EEO Officer position will have principal policy making and implementation responsibilities for the EEO program. DoIT currently directs most of the state's information technology workforce and will employ approximately 1,700 people once the transitioning is complete. The size and nature of the agency are a key consideration as the Commission has a mixed history of approving 4d(3) exemptions of this nature. Commissioner Krey asked if there would be any more exemption requests from DoIT and Executive Director Stralka indicated not presently but probably in the future. For these reasons, Staff recommended approval of this request.
- Item E is a request for an Associate Director for the Office of Family Wellness at the Illinois Department of Human Services (DHS), who reports to the Director of Family Community Services (FCS) who reports to a statutory Assistant Secretary who reports to the Secretary. This position was previously established in September 2014 as a 4d(5) exempt position as the qualifications required licensure as a registered nurse. Prior to that, the position was 4d(5) exempt as a Medical Director position from 1997-2013. The duties remain very similar to the previously established positions with the exception of no longer including a medical licensure requirement. In 2013, DHS indicated they would not be requesting additional exemptions for the FCS Division (the FCS program has overlapping responsibilities with the State Board of Education, the Department of Public Health, the Department of Children and Family Services, the University of Illinois Division of Specialized Care for Children, the Illinois Council on Developmental Disabilities and Head Start or Early Head Start). As this appears to be re-establishment of a previously exempt position, Staff recommended approval of this request with the caveat that any additional requests in this Division will be closely scrutinized.
- Items F, G1, H, I, J, K, L, M, N1, N2, O1, & P are requests for Media Administrator/Public Information Officer positions for the Departments of Aging, Revenue, Commerce & Economic Opportunity reporting to the Director, Corrections, Healthcare & Family Services, Human Rights, Juvenile Justice, Public Health, Veterans' Affairs and Emergency Management, and Environmental Protection Agencies which will replace the CMS Media Administrators included on this agenda for consideration of rescission or previously rescinded. The positions at Aging and Revenue report to the Chief of Staff while all others report to the agency Director. This is in keeping with the Administration's Executive Order #12 (2016) rescinding a previous Executive Order (#2-2004) which consolidated all media

functions under CMS in the Illinois Office of Communication and Information (IOCI). These functions are now being returned to the agencies. Staff worked out an arrangement with CMS whereby Staff would recommend approval of all these exemption requests while simultaneously recommending rescission of the remaining IOCI positions with an effective date of December 16, 2016 to allow time for the transfer of the incumbents in the positions being rescinded to these newly exempt positions. For these reasons, Staff recommended approval of these requests.

- Item G2 is a request from the Department of Commerce & Economic Opportunity for a Deputy Director managing the Office of Minority Economic Empowerment which will report to the Director. The Department already has three 4d(3) exempt positions relating to minority economic development. The agency requested a continuance for this request. Staff had no objection to this request.
- Item O2 is a request for a Director of Human Resources position for the Department of Revenue (DOR) which will report to the Director and replace the Administrative & Regulatory Shared Services position included on the proposed rescission agenda. DOR previously had a 4d(3) exempt Human Resources Director prior to establishment of the Shared Services center so this re-establishes that position. For these reasons, Staff recommended approval of this request.

IT WAS MOVED BY COMMISSIONER FINCH TO GRANT THE EXEMPTION REQUESTS FOR ITEMS C, D, E, F, G1, H, I, J, K, L, M, N1, N2, O1, O2 and P. THIS MOTION WAS WITHDRAWN BY THE MOVANT.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0 TO GRANT THE EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS:

- D: Affirmative Action/Equal Employment Opportunity Officer (DoIT)**
- E: Associate Director, Office of Family Wellness (DHS)**
- F: Media Administrator/PIO (DOA)**
- G1: Media Relations Director (CEO)**
- H: Media Administrator (DOC)**
- I: Public Information Officer (EMA)**
- J: Media Administrator (EPA)**
- K: Media Administrator (HFS)**
- L: Media Administrator (DHR)**
- M: Media Administrator (DJJ)**
- N1: Media Administrator #1 (DPH)**
- N2: Media Administrator #2 (DPH)**
- O1: Media Administrator (DOR)**
- O2: Human Resources Director (DOR)**
- P: Media Administrator (DVA)**

IT WAS MOVED BY COMMISSIONER URLACHER TO CONTINUE THE EXEMPTION REQUESTS FOR ITEM G2 TO THE COMMISSION'S DECEMBER 2016 MEETING. THIS MOTION WAS WITHDRAWN BY THE MOVANT.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER CUMMINGS, AND THE MOTION ADOPTED 4-0 TO CONTINUE THE FOLLOWING EXEMPTION REQUESTS TO THE DECEMBER 2016 MEETING:

- C: Chief Transition Officer (Lottery)**
- G2: Deputy Director, Office of Minority Economic Employment (CEO)**

The following 4d(3) exemption requests were granted on November 18, 2016:

D. Illinois Department of Innovation and Technology

Position Number	40070-28-00-000-10-01
Functional Title	Affirmative Action/Equal Employment Opportunity Officer
Incumbent	Vacant
Supervisor	Secretary
Location	Sangamon County

E. Illinois Department of Human Services

Position Number	40070-10-90-111-00-01
Functional Title	Associate Director, Office of Family Wellness
Incumbent	Vacant
Supervisor	Assistant Director, Division of Family & Community Services who reports to the Director, Division of Family & Community Services, who reports to the Assistant Secretary, who in turn reports to the Secretary
Location	Cook County

F. Illinois Department on Aging

Position Number	40070-47-00-300-00-01
Functional Title	Media Administrator/PIO
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Director
Location	Cook County

G1. Illinois Department of Commerce and Economic Opportunity

Position Number	40070-42-00-000-10-01
Functional Title	Media Relations Director
Incumbent	Vacant
Supervisor	Director
Location	Cook County

H. Illinois Department of Corrections

Position Number	40070-29-00-000-00-02
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

I. Illinois Emergency Management Agency

Position Number	40070-50-17-000-00-01
Functional Title	Public Information Officer
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

J. Illinois Environmental Protection Agency

Position Number	40070-46-00-000-02-01
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

K. Illinois Department of Healthcare and Family Services

Position Number	40070-33-00-040-00-21
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director
Location	Cook County

L. Illinois Department of Human Rights

Position Number	40070-49-00-000-00-02
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director
Location	Cook County

M. Illinois Department of Juvenile Justice

Position Number	40070-27-00-001-00-03
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

N1. Illinois Department of Public Health

Position Number	40070-20-00-100-00-01
Functional Title	Media Administrator #1
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

N2. Illinois Department of Public Health

Position Number	40070-20-00-200-00-81
Functional Title	Media Administrator #2
Incumbent	Vacant
Supervisor	Director
Location	Cook County

O1. Illinois Department of Revenue

Position Number	40070-25-00-100-30-01
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Director
Location	Sangamon County

O2. Illinois Department of Revenue

Position Number	40070-25-45-000-00-01
Functional Title	Human Resources Director
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

P. Illinois Department of Veterans' Affairs

Position Number	40070-34-00-000-30-01
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

The following 4d(3) exemption requests were continued to the December 2016 meeting:

C. Illinois Department of Lottery

Position Number	40070-45-00-200-00-01
Functional Title	Chief Transition Officer (exemption granted for 24 months in September 2014)
Incumbent	Timothy McDevitt
Supervisor	Director
Location	Cook County

G2. Illinois Department of Commerce and Economic Opportunity

Position Number	40070-42-60-000-00-01
Functional Title	Deputy Director, Office of Minority Economic Empowerment (OMEE)
Incumbent	Vacant
Supervisor	Director
Location	Cook County

Q. Proposed Rescissions in accordance with Section 1.142(b) of the Rules of the Civil Service Commission

Executive Director Daniel Stralka stated that the details regarding these proposed rescissions were included in the agenda. It is Commission staff's position that an adequate level of managerial control would exist in exempt status for all these proposed rescissions. Executive Director Stralka reported:

- As to Item Q1, this is the Deputy Director of Programs for the Illinois Arts Council. It has been vacant for approximately two and a half years. It has been on the rescission agenda since May 20, 2016. In August, the Commission was informed the position had been approved to fill but we have not received any updated information and the position remains vacant from a review of CMS personnel records. The Arts Council was notified on August 17 that this proposed rescission would be on November's agenda which it specifically acknowledged on August 19. The Arts Council was then provided additional notice by CMS mail on October 18. These notices went to multiple individuals at the Arts Council. There has not been any response. Therefore Staff recommended approval of the proposed rescission.

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO RESCIND THE 4D(3) EXEMPTION FOR THE FOLLOWING POSITION:

Q1. Deputy Director of Programs (Arts Council)

- As to Items Q2 – Q6, these are all in the Bureau of Property Management in Central Management Services (CMS). Item Q2 is the Regional Client Manager 7. Region 7 encompasses the far southern counties of the State. On March 1 of this year, the position was relocated from Sangamon County to Champaign County. Champaign County is not one of the Counties that this position covers so Staff sent an inquiry to CMS asking for an explanation for the County change. When no response was forthcoming, the position was noticed up for proposed rescission back in May even though it had an incumbent. It was continued in May and then August to allow CMS an opportunity to respond to Staff concerns. Items Q3-6 are Transactions positions that were noticed up for proposed rescission last May also because they were all vacant and Staff had concerns that there was overlap with the seven exempt Regional Client Manager positions. Like Item Q2, these four Transactions positions were also continued in May and August to allow CMS time to respond. There was a meeting with the Director of CMS back on August 9 who indicated to Staff CMS would be preparing a response. The only written response to date was received yesterday when clarifications to the seven Regional Client Manager positions were submitted. After speaking with the Assistant Director this morning, it appears this is what CMS believed the Commission was seeking. That misconception was corrected and it was explained to the Assistant Director that Staff is going to be taking a much broader review of the exempt positions in this program area. This is in accordance with the Commission's May directive to review the Bureau of Property Management's exempt structure and report back to the Commission. The Assistant Director indicated he would personally follow through with this on behalf of CMS. Based on

the representations of the Assistant Director, Staff recommended that these items be continued to the February 2017 meeting trusting this will be the last continuance for these items. Commissioner Cummings indicated that she was amenable to continuing these proposed rescissions but expressed concerns about a lack of respect for the Civil Service Commission's role in monitoring these exempt positions. While she considered proceeding with rescission she appreciated that the Assistant Director stepped forward on behalf of the agency.

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO CONTINUE TO FEBRUARY 2017 THE PROPOSED 4D(3) EXEMPTION RESCISSIONS FOR THE FOLLOWING POSITIONS:

- Q2. Region 7 Property Manager (CMS)**
- Q3. Property Manager-Transactions-Central and South Regions (CMS)**
- Q4. Property Management, Transactions & Property Administration (CMS)**
- Q5. Property Management, Transactions-Chicago and North Regions (CMS)**
- Q6. Property Management, Transactions and Property Administration Real Property (CMS)**

Exemption Monitor, Jane Ryan, reported:

- Items Q7-19 relate to the exemption requests regarding the Media Administrators. The respective agencies indicated that they have no objection to the rescissions of these positions except that we have no response on Q7, 13, & 17. Staff recommended approval of these proposed rescissions effective December 16, 2016 to allow for completion of necessary establishments and transactions prior to the rescissions being finalized.

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 4-0 TO RESCIND THE 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS EFFECTIVE DECEMBER 16, 2016:

- Q7. Deputy Director-Office of Communication and Information (CMS)**
- Q8. Media Administrator-Aging (CMS)**
- Q9. Media Administrator-Commerce and Economic Opportunity (CMS)**
- Q10. Media Administrator-Financial & Professional Reg. and Revenue (CMS)**
- Q11. Media Administrator-Human Rights (CMS)**
- Q12. Media Administrator-Corrections (CMS)**
- Q13. Media Administrator-Labor and Workers' Compensation (CMS)**
- Q14. Media Administrator-Public Health (CMS)**

Q15. Media Administrator-Public Health (CMS)

Q16. Media Administrator-Healthcare (CMS)

Q17. Media Administrator-Transportation (CMS)

Q18. Media Administrator-Emergency Management (CMS)

Q19. Media Administrator-Veterans' Affairs (CMS)

- Item Q20 was placed on the agenda due to extended vacancy. The position was filled in October. Therefore, Staff recommended denial of this proposed rescission.

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO DENY THE RESCISSION OF 4D(3) EXEMPTION FOR THE FOLLOWING POSITION:

Q20. Associate Director-Hospital Operations (DHS)

- Items Q21 & 22 were placed on the agenda due to the formation of the Department of Innovation and Technology and need to be reviewed for overlapping functions. CMS has requested these be continued to the next Rescission Agenda in February 2017. Staff had no objection to the request.

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO CONTINUE TO FEBRUARY 2017 THE PROPOSED 4D(3) EXEMPTION RESCISSIONS FOR THE FOLLOWING POSITIONS:

Q21. Policy Advisor-Agency Services BCCS/BOPM (CMS)

Q22. BOSS, Chief Information Officer (CMS)

- Q23 & 24 relate to Department of Juvenile Justice positions at the Kewanee Youth Facility which closed in July. The agency has no objection to the rescissions. Staff recommended rescission.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0 TO RESCIND THE 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS:

Q23. Assistant Superintendent-Programs, Kewanee (DJJ)

Q24. Assistant Superintendent-Operations, Kewanee (DJJ)

- As indicated in the Exemption presentation, Q29 relates to establishment of the Department of Revenue's exemption request for a Human Resources Director (Item O2) so needs a delayed effective date of December 16, 2016 in order for establishment and transactions to take place.

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO RESCIND THE 4D(3) EXEMPTION FOR THE FOLLOWING POSITION EFFECTIVE DECEMBER 16, 2016:

Q29. Administrative &Regulatory Shared Services Center Human Resources Director (DOR)

- Items Q25-31 are Department of Revenue positions that have been vacant or were part of the Administrative and Regulatory Shared Services Center that are no longer necessary. The Department of Revenue has no objection to these rescissions.

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 4-0 TO RESCIND THE 4D(3) EXEMPTION FOR THE FOLLOWING POSITIONS:

Q25. Chicago Collection Services Director (DOR)

Q26. Administrative & Regulatory Shared Services Center (A&R SSC) Director (DOR)

Q27. A&R SSC Administrative Director (DOR)

Q28. A&R SSC Project Manager (DOR)

Q30. A&R SSC Assistant HR Director, Strategic Processes

Q31. A&R SSC Chief Fiscal Officer

The following 4d(3) exemptions were rescinded on November 18, 2016:

Item	Position Number	Agency	Functional Title
Q1	40070-50-90-200-00-01	IAC	Deputy Director Programs, Arts Council
Q23	40070-27-18-200-00-01	DJJ	Asst. Superintendent-Programs, Kewanee
Q24	40070-27-18-300-00-01	DJJ	Asst. Superintendent-Operations, Kewanee
Q25	40070-25-48-400-00-01	DOR	Chicago Collection Services Director
Q26	40070-25-42-000-00-01	DOR	Administrative and Regulatory Shared Services Center (A&R SSC) Director
Q27	40070-25-42-100-00-01	DOR	A&R SSC Administrative Director
Q28	40070-25-42-200-00-01	DOR	A&R SSC Project Manager
Q30	40070-25-42-310-00-01	DOR	A&R SSC Assistant HR Director, Strategic Processes
Q31	40070-25-42-400-00-01	DOR	A&R SSC Chief Fiscal Officer

The following 4d(3) exemptions were rescinded effective December 16, 2016 on November 18, 2016:

Item	Position Number	Agency	Functional Title
Q7	40070-37-80-000-00-01	CMS	Deputy Director-Office of Communication & Information (IOCI)
Q8	40070-37-80-100-01-01	CMS	IOCI Media Administrator-Aging
Q9	40070-37-80-100-01-03	CMS	IOCI Media Administrator-Commerce and Economic Opportunity
Q10	40070-37-80-100-01-08	CMS	IOCI Media Administrator-FPR & DOR
Q11	40070-37-80-100-01-10	CMS	IOCI Media Administrator-DHR
Q12	40070-37-80-100-01-13	CMS	IOCI Media Administrator-DOC
Q13	40070-37-80-100-01-15	CMS	IOCI Media Administrator-DOL & WCC
Q14	40070-37-80-100-01-16	CMS	IOCI Media Administrator-DPH
Q15	40070-37-80-100-01-17	CMS	IOCI Media Administrator-DPH
Q16	40070-37-80-100-01-26	CMS	IOCI Media Administrator-HFS
Q17	40070-37-80-100-01-27	CMS	IOCI Media Administrator-DOT
Q18	40070-37-80-100-01-28	CMS	IOCI Media Administrator-EMA
Q19	40070-37-80-100-01-29	CMS	IOCI Media Administrator-DVA
Q29	40070-25-42-300-00-01	DOR	Administrative & Regulatory Shared Services Center Human Resources Director

The following proposed 4d(3) exemption rescissions were continued to the February 2017 meeting on November 18, 2016:

Item	Position Number	Agency	Functional Title
Q2	40070-37-60-010-07-01	CMS	Region 7 Property Manager
Q3	40070-37-62-300-00-01	CMS	Property Manager, Transactions-Central and South
Q4	40070-37-62-000-00-01	CMS	Property Management, Transactions & Property Administration
Q5	40070-37-62-200-00-01	CMS	Property Management, Transactions, Chicago & North Regions
Q6	40070-37-62-400-00-01	CMS	Property Management, Transactions & Property Admin, Real Property
Q21	40070-37-00-020-00-01	CMS	Policy Advisor (Agency Services BCCS/BOPM)
Q22	40070-37-41-100-00-01	CMS	BOSS, Chief Information Officer

The following proposed 4d(3) exemption rescission was denied on November 18, 2016:

Item	Position Number	Agency	Functional Title
Q20	40070-10-76-100-00-01	DHS	Associate Director for Hospital Operations

VI. CLASS SPECIFICATIONS

A. Governing Rule – Section 1.45 Classification Plan

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work.

The following class titles were submitted for abolishment and revision by the Director of the Illinois Department of Central Management Services (CMS):

- B. Physical Therapy Aide I (abolish)**
Physical Therapy Aide II (revise)
Physical Therapy Aide III (revise)

C. Public Service Trainee (abolish)

Assistant Executive Director Barris reported that Staff recommended approval of the abolishment of the Public Service Trainee class and the Physical Therapy Aide I class. The Public Service Trainee class has not been used since 2001 and the Physical Therapy Aide I class has not been used in the last 18 years. The Commission staff recommended approval of the revision to the Physical Therapy Aide II and III classes as the revisions are necessary due to regulatory changes and changes in responsibility, i.e. a specific illustrative example of work is appropriate infection control procedures for a facility. In fact, Commission records indicate that the Therapy Aide classes have not been revised since 1976 and John Logsdon at CMS Technical Services confirmed that there had not been a revision to the classes in 40 years. Logsdon indicated that they are in the process of updating many classes because they had not been modified in years. Chris Nickols at CMS Technical Services subsequently informed the Commission that the abolishments and revisions of the classes were agreed to through the collective bargaining process.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 4-0 TO APPROVE THE ABOLISHMENT AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE DECEMBER 1, 2016:

- B. Physical Therapy Aide I (abolish)**
Physical Therapy Aide II (revise)
Physical Therapy Aide III (revise)

- C: Public Service Trainee (abolish)**

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER CUMMINGS, AND THE MOTION ADOPTED 4-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VII. PERSONNEL RULES

A. Civil Service Commission Governing Rule – Section 1.310 Personnel Rules

The Commission has power to disapprove new rules or amendments to existing rules submitted by the Director of Central Management Services. Such proposed new rules or amendments of existing rules submitted to the Commission shall be accompanied by a report of proceedings attending the prior public hearing required by law with respect to them. If the Commission does not disapprove new rules or any amendment to existing rules within 30 days following the receipt from the Director of Central Management Services, the new rules or amendments have the force and effect of law after filing by the Director with the Secretary of State.

B. None submitted

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER CUMMINGS, AND BY ROLL CALL VOTE THE MOTION ADOPTED 4-0 TO CLOSE A PORTION OF THE MEETING PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT.

CUMMINGS	YES	FINCH	YES
KREY	YES	URLACHER	YES

November 18, 2016

IX. RECONVENE THE OPEN MEETING

Upon due and proper notice the regular open meeting of the Illinois Civil Service Commission was reconvened at 607 East Adams Street, Suite 801, Springfield, Illinois at 2:06 p.m.

PRESENT

Anita M. Cummings, G.A. Finch, Susan Moylan Krey and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; and Andrew Barris, Assistant Executive Director and Jane Ryan, Exemption Monitor.

X. NON-MERIT APPOINTMENT REPORT

Set forth below is the number of consecutive non-merit appointments made by each agency as reported by Central Management Services:

Agency	9/30/16	10/31/16	10/31/15
Agriculture	2	3	4
Central Management Services	1	2	2
Children and Family Services	0	1	1
Employment Security	0	1	0
Gaming Board	0	1	0
Guardianship and Advocacy	0	2	0
Healthcare and Family Services	1	1	3
Historic Preservation Agency	0	2	2
Human Services	6	13	12
Insurance	1	1	0
Natural Resources	15	14	9
Revenue	0	0	1
State Fire Marshal	1	1	0
State Police	1	0	0
State Retirement Systems	1	0	3
Transportation	2	10	3
Workers' Compensation Commission	1	1	3
Totals	32	53	43

XI. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

DA-13-17

Employee	Lindsey B. Yoakum	Appeal Date	09/09/16
Agency	Human Services	Decision Date	10/26/16
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus duration of suspension pending discharge.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE THAT THE CHARGES WARRANT A 90-DAY SUSPENSION PLUS DURATION OF SUSPENSION PENDING DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED OCTOBER 26, 2016.

**CUMMINGS NO FINCH YES
KREY YES URLACHER YES**

XII. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

DA-10-17

Employee	Julie A. Rylatt	Appeal Date	08/19/16
Agency	Children & Family Services	Decision Date	11/01/16
Appeal Type	Discharge	Proposal for Decision	Dismissed; withdrawn.
ALJ	Daniel Stralka		

DA-18-17

Employee	Lawrence Wright	Appeal Date	10/11/16
Agency	Human Services	Decision Date	10/24/16
Appeal Type	Discharge	Proposal for Decision	Dismissed; withdrawn.
ALJ	Daniel Stralka		

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER KREY, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSALS FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEALS AS THEY WERE WITHDRAWN BY THE EMPLOYEES.

**CUMMINGS YES FINCH YES
KREY YES URLACHER YES**

XIII. STAFF REPORT

Executive Director Stralka reported that:

- The Public Accountability Report for fiscal year 2016 was filed with and accepted by the Comptroller’s Office.

November 18, 2016

- There was a possibility of a SharePoint website being created for the use of the Commissioners and Staff to share information about upcoming meetings and related documentation. After a discussion which all Commissioners participated in, it was the consensus of the Commissioners to pass on this initiative as the related burdens did not warrant changing the current system which all were satisfied with.
- There was an introductory meeting on September 14, 2016 with representatives of the Department of Innovation and Technology about how the Enterprise Resource Planning program will be impacting the Commission. He indicated the Commission was part of the next cluster of agencies that will be undergoing the transition of its fiscal functions to the new platform. He also noted various other ways this program could benefit the Commission on a longer term basis.

Assistant Executive Director Andrew Barris led a brief discussion which all Commissioners participated in about the recent Illinois Labor Relations Board ruling that the State of Illinois and the American Federation of State, County and Municipal Employees (AFSCME) were at impasse in their contract negotiations. Staff will continue to monitor this matter as it may have a significant impact on Commission workload depending on steps that are taken once the impasse finding is finalized.

XIV. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held Friday, December 16, 2016 at 11:00 a.m. in the Commission's Chicago office.

XV. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER CUMMINGS, AND THE MOTION ADOPTED 4-0 TO ADJOURN THE MEETING AT 2:17 P.M.